

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

M-42

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Agency

WESTMINSTER POLICE DEPARTMENT

Division/Unit

RECORDS

Item
No

Description

Retention

- | | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | General Correspondence - subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Westminster Police Department. | Screen annually and destroy that material no longer needed for current business.

Directives, policies and other material related to the planning and policy that illustrate the development of the Westminster Police Department retain permanently for eventual transfer to the Maryland State archives. |
| 2 | Memos - this file contains all memos to and from the members of the agency, in reference to the daily operation of the department. | Retain current and prior year. Destroy prior year at start of new current year. |
| 3 | Personnel - this file is the complete work history on all employees, also employment applications | Retain current & four proceeding years. Destroy oldest year file at start of new current year |
| 4 | Budget - this file contains information pertaining to the finances of the department and is used for the daily operation of the department; original is retained in the City Office. | Retain current and prior year. Destroy prior year at start of new current year |
| 5 | Statistical Reports - monthly, quarterly and annual reports of productivity. | Retain current and prior year. Destroy prior year at start of new current year. |
| 6 | Internal Investigations - this file contains investigations of complaints and charges against officers. | Retain current and four proceeding years. Destroy oldest file at start of new current year. |

Approved by Department, Agency, or Division Representative.

Date December 10, 1992

Signature Captain Roger G. Joneckis

Type Name Captain Roger G. Joneckis

Title Director of Records

Schedule Authorized by State Archivist.

Date

12/21/92
Signature Edward C. Saperstein

Signature

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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(Continuation Sheet)**

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Item No	Description	Retention
7	Payroll - contains copies of all time sheets, leave and overtime requests.	Retain current and prior year. Destroy prior year at start of new current year.
8.	Purchase Orders - copies of all purchase orders for department purchases; used as a reference for future purchases.	Retain current and prior year. Destroy prior year at start of new current year.
9	Arrest Records - records of all adults arrested.	Retain 15 years, then destroy.
10	Juvenile Records - records of all juveniles arrested.	Retain 15 years, then destroy.
11	Offense Records - reports of all criminal activity reported to the police department.	Retain 15 years, then destroy.
12	Incident Reports - reports of police activity on non-criminal matters; used to document action taken.	Retain current and prior year. Destroy prior year at start of new current year.
13	Accident Reports - reports and photographs of all accidents that are reported to the City of Westminster.	Retain 5 years, then destroy.
14	Impound records - reports on all vehicles taken in custody.	Retain 5 years, then destroy.
15	Radio logs - reports of all calls for service received and dispatched by the police department.	Retain 2 years, then destroy.
16	Property - reports of all confiscated property that has been released and destroyed.	Retain 5 years, then destroy.
17	Dissemination Log - records of all Criminal History Record Information that is released.	Retain 3 years, then destroy.
18	City Tickets (paid) - paid parking citations	Retain current and prior year. Destroy prior year at start of new current year.
19	City Tickets (unpaid) - unpaid parking citations	Retain current and four proceeding years. Destroy oldest year file at start of new current year.

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Item No	Description	Retention
20	City Tickets (nolle prosequi)	Retain until end of current year then destroy
21	State Citations - all moving citations issued	Retain current and prior year. Destroy prior year at start of new current year.
22	State Civil Citations	Retain current and prior year. Destroy prior year at start of new current year.
23	Warning tickets	Retain until end of current year then destroy
24	Activity Sheets/Time Sheets	Retain current and prior year. Destroy prior year at start of new current year.
25	Officer's Personal Files on Criminal Cases	Retain 3 years, then destroy.
26	Audio Tapes - recording of phone and radio	Retain 90 days, thereafter, erase to reuse the tape.
27	Video Tapes	Retain 30 days, thereafter, erase to reuse the tape.